

## Language of Technical Communication

### 1. Using Words Economically

- a) The present system of direct taxation in force needs a careful examination by experts who are knowledgeable.
- b) The noise caused by the operation of the giant engine recently installed in the factory made many of those who live in the locality feel irritated.
- c) An important characteristic feature of chromium metal is the fact that it is very hard and, although it is quite reactive in the powdered form, it is quite resistant to corrosion in the massive form.
- d) A computer performs several important functions, which include performing fast and accurate calculations.

### 2. Using Understandable Words

- a) A proportionate tax consumes a determinate apportionment of one's monetary inflow.
- b) The conclusion ascertained from a perusal of pertinent data is that a lucrative market exists for the product.
- c) Company operations for the preceding accounting period terminated with a substantial deficit.
- d) The preponderance of business executives we consulted envision signs of improvement from the current siege of economic stagnation.

### 3. Limiting Use of Passive

- a) The new process is believed to be superior by the investigators.
- b) A completed reorganization of the administration was effected by the president.
- c) You were directed by your supervisor to complete this assignment.
- d) The policy was enforced by the committee.

4. Avoiding Camouflaged Verbs

- a) Application of the mixture was accomplished.
- b) It was his responsibility to make a determination of the damages.
- c) The new policy involved the standardization of the procedures.
- d) The management made a recommendation that we fire Mr. Jim.

5. Rewrite the following passages to make them formal, objective and impersonal

- a) You can notice that when you apply force on an object, the velocity of the object changes, that is it accelerates the object. You know that the resistance to this change in velocity is something, which depends on the mass of the object. What does that mean? The answer is simple. That means that you can change the velocity of lighter objects more easily than you can change the velocity of heavier bodies.
- b) Plastics are organic materials, which at some stage we can shape or mould according to our need or as we require them. They are synthetic man made materials, not natural materials and are composed of long chain-like molecules which we call polymers. We can form each of these polymer molecules by joining together many thousands of small molecules we call monomers. The monomer molecule is an arrangement of atoms, which we make to react with similar monomer molecules to form a chain. We call the reaction polymerization.

6. Rewrite the following passage in a simple and precise manner by removing wordy phrases, redundant expressions etc.

- a) The purpose of this notification is to act and serve as reminder of the new policy regarding the utilization of the procedure for the requisitioning of stationery supplies and ~~supplies~~ and printed forms from general stores. Immediate implementation of and the action on, the new policy is mandated. There can be no acceptance of orders unless the correct and outlined procedure is properly used. An explanation is being provided as to how the change will be ~~useful~~ advantageous and beneficial to the department to which you are attached and to the general stores of the company to which we belong.